



SHUTTER PERMIT CHECKLIST

Rev: 2 | Revision Date: 3/8/2017 | Print Date: 3/8/2017
I.D. Number: SPC

Required Permit Applications:

- ☐ [Building Permit](#)

Permit Review Stops:

- ☐ Structural

Minimum Plan Submittal

- ☐ Two (2) sets of sketches showing the locations of the shutters
- ☐ Two (2) [wind load calculation forms](#)
- ☐ Two (2) copies of Miami-Dade County Notice of Acceptance (product approvals) obtained from point of purchase (please circle appropriate information instead of highlighting)
- ☐ [Owner-Builder Affidavit](#) – If the homeowner is acting as contractor (owner must provide proof of residency at job address and this affidavit must be signed before a Notary Public at the Building Department)
- ☐ A [Notice of Commencement](#) must be displayed at the job site at the time of your first inspection.

***Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.**

Broward County Fenestration Voluntary Wind Load Chart*

Per ASCE 7-10 Method 1, Part 1 and FBC 5th Edition (2014) for Retrofitting in Accordance with Formal Interpretation #..

For Detached One-and Two family dwellings and Multiple Single-Family Dwellings (Townhouses) with Mean Roof Height ≤ 30 feet

Wind 170 mph (3-second gust) / Exposure C** / Kd = 0.85 / Kzt = 1.0

* Using Allowable Stress Design methodology (P = 0.6w) / ** Exposure shall be determined according to ASCE 7-10 Section 26.7.3 (Exposure Categories)

Effective Wind Area (ft ²)	Location: Gable or Hip Roof	Mean Roof Height of 15 feet						Mean Roof Height of 20 feet						Mean Roof Height of 25 feet						Mean Roof Height of 30 feet					
		Zone						Zone						Zone						Zone					
		1		2		3		1		2		3		1		2		3		1		2		3	
		+	-	+	-	+	-	+	-	+	-	+	-	+	-	+	-	+	-	+	-	+	-	+	-
10	Gable/Hip Roof θ ≤ 7° (0 to 1.5:12)	16.0	-37.8	16.0	-63.4	16.0	-95.4	16.3	-40.2	16.3	-67.4	16.3	-101.4	17.1	-42.1	17.1	-70.6	17.1	-106.3	17.8	-43.7	17.8	-73.4	17.8	-110.4
20		16.0	-36.8	16.0	-56.7	16.0	-79.1	16.0	-39.1	16.0	-60.2	16.0	-84.0	16.0	-41.0	16.0	-63.1	16.0	-88.0	16.7	-42.6	16.7	-65.6	16.7	-91.5
50		16.0	-35.6	16.0	-47.7	16.0	-57.4	16.0	-37.8	16.0	-50.7	16.0	-61.0	16.0	-39.6	16.0	-53.2	16.0	-63.9	16.0	-41.1	16.0	-55.2	16.0	-66.4
100		16.0	-34.6	16.0	-41.0	16.0	-41.0	16.0	-36.8	16.0	-43.6	16.0	-43.6	16.0	-38.5	16.0	-45.7	16.0	-45.7	16.0	-40.0	16.0	-47.4	16.0	-47.4
10	Gable/Hip Roof*** 7° < θ ≤ 27° (1.5 to 6:12)	21.8	-34.6	21.8	-60.2	21.8	-89.0	23.1	-36.8	23.1	-64.0	23.1	-94.6	24.3	-38.5	24.3	-67.1	24.3	-99.2	25.2	-40.0	25.2	-69.7	25.2	-103.0
20		19.9	-33.6	19.9	-55.4	19.9	-83.3	21.1	-35.7	21.1	-58.9	21.1	-88.5	22.1	-37.4	22.1	-61.7	22.1	-92.7	23.0	-38.9	23.0	-64.1	23.0	-96.3
50		17.3	-32.4	17.3	-49.0	17.3	-75.6	18.4	-34.4	18.4	-52.1	18.4	-80.3	19.3	-36.0	19.3	-54.6	19.3	-84.2	20.0	-37.4	20.0	-56.7	20.0	-87.5
100		16.0	-31.4	16.0	-44.2	16.0	-69.8	16.3	-33.3	16.3	-47.0	16.3	-74.2	17.1	-35.0	17.1	-49.2	17.1	-77.8	17.8	-36.3	17.8	-51.1	17.8	-80.8
10	Gable Roof 27° < θ ≤ 45° (6 to 12:12)	34.6	-37.8	34.6	-44.2	34.6	-44.2	36.8	-40.2	36.8	-47.0	36.8	-47.0	38.5	-42.1	38.5	-49.2	38.5	-49.2	40.0	-43.7	40.0	-51.1	40.0	-51.1
20		33.6	-35.9	33.6	-42.3	33.6	-42.3	35.7	-38.1	35.7	-44.9	35.7	-44.9	37.4	-39.9	37.4	-47.1	37.4	-47.1	38.9	-41.5	38.9	-48.9	38.9	-48.9
50		32.4	-33.3	32.4	-39.7	32.4	-39.7	34.4	-35.4	34.4	-42.2	34.4	-42.2	36.0	-37.1	36.0	-44.2	36.0	-44.2	37.4	-38.6	37.4	-46.0	37.4	-46.0
100		31.4	-31.4	31.4	-37.8	31.4	-37.8	33.3	-33.3	33.3	-40.2	33.3	-40.2	35.0	-35.0	35.0	-42.1	35.0	-42.1	36.3	-36.3	36.3	-43.7	36.3	-43.7

*** For Hip Roofs with angle > 7 degrees (1.5:12) and ≤ 25 degrees (5.5:12), Zone 3 shall be treated as Zone 2 (Figure 30.4-2B, Note 7, p. 337)

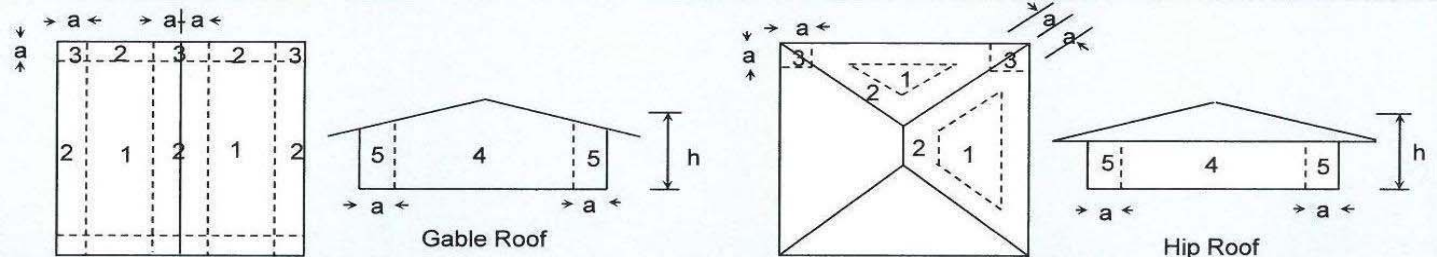
Effective Wind Area (ft ²)	Location	Mean Roof Height of 15 feet				Mean Roof Height of 20 feet				Mean Roof Height of 25 feet				Mean Roof Height of 30 feet			
		Zone				Zone				Zone				Zone			
		4		5		4		5		4		5		4		5	
		+	-	+	-	+	-	+	-	+	-	+	-	+	-	+	-
10	Wall	37.8	-41.0	37.8	-50.6	40.2	-43.6	40.2	-53.8	42.1	-45.7	42.1	-56.4	43.7	-47.4	43.7	-58.6
20		36.1	-39.3	36.1	-47.2	38.3	-41.7	38.3	-50.1	40.2	-43.8	40.2	-52.6	41.8	-45.5	41.8	-54.6
50		33.8	-37.0	33.8	-42.7	36.0	-39.4	36.0	-45.4	37.7	-41.3	37.7	-47.5	39.2	-42.9	39.2	-49.4
100		32.1	-35.3	32.1	-39.3	34.1	-37.5	34.1	-41.7	35.8	-39.4	35.8	-43.8	37.2	-40.9	37.2	-45.5
500		28.2	-31.4	28.2	-31.4	29.9	-33.3	29.9	-33.3	31.4	-35.0	31.4	-35.0	32.6	-36.3	32.6	-36.3

Garage Door Wind Loads

for a Building with 30-foot Mean Roof Height

Exposure C

Tables 1609.7(1) & (2), and Section 1609.3.1



For Effective Wind Areas between those given, values may be interpolated. Otherwise use the value associated with the lower Effective Wind Area.

End Zone (a) shall be the smaller of 10% of Least Hor. Dist. or 40% of Mean Roof Height, but not less than 4% of Least Hor. Dist. or 3 ft.

Identify the zone per the figure or information by others. Any questionable zone is to be considered the more critical zone.

Design is based on the 3-second gust (wind velocity) for Risk Category II (general residential & commercial construction) per FBC 1620.2 Broward. These tables not for use with essential facilities or assembly occupancies.

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Select One Trade: ☐ Building ☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Other _____

Application Number: _____

Application Date: _____

1	Job Address: _____	Unit: _____	City: _____
	Tax Folio No.: _____	Flood Zn: _____	BFE: _____
	Floor Area: _____	Job Value: _____	
	Building Use: _____	Construction Type: _____	Occupancy Group: _____
	Present Use: _____	Proposed Used: _____	
	Description of Work: _____		
	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Revision <input type="checkbox"/> Other: _____		
Legal Description: _____ <input type="checkbox"/> Attachment			

2	Property Owner: _____	Phone: _____	Email: _____
	Owner's Address: _____	City: _____	State: _____ Zip: _____

3	Contracting Co.: _____	Phone: _____	Email: _____
	Company Address: _____	City: _____	State: _____ Zip: _____
	Qualifier's Name: _____	Owner-Builder: <input type="checkbox"/>	License Number: _____

4	Architect/Engineer's Name: _____	Phone: _____	Email: _____
	Architect/Engineer's Address: _____	City: _____	State: _____ Zip: _____
	Bonding Company: _____		
	Bonding Company Address: _____	City: _____	State: _____ Zip: _____
	Fee Simple Titleholder's name (if other than owner): _____		
	Fee Simple Titleholder's Address (If other than owner): _____	City: _____	State: _____ Zip: _____
	Mortgage Lender's Name: _____		
Mortgage Lender's Address: _____	City: _____	State: _____ Zip: _____	

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

X _____
Signature of Property Owner or Agent

STATE OF FLORIDA
COUNTY OF BROWARD

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____ by _____

(Type / Print Property Owner or Agent Name)

X _____
Signature of Qualifier

STATE OF FLORIDA
COUNTY OF BROWARD

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____ by _____

(Type / Print Qualifier's Name)

NOTARY'S SIGNATURE as to Owner or Agent's Signature

Notary Name _____
(Print, Type or Stamp Notary's Name)

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____

NOTARY'S SIGNATURE as to Qualifier's Signature

Notary Name _____
(Print, Type or Stamp Notary's Name)

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____

APPROVED BY: _____ Permit Officer Issue Date: _____ Code in Effect: _____

A jurisdiction may use a supplemental page requesting additional information and citing other conditions, please inquire.

Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit.

CITY OF FORT LAUDERDALE PERMIT INFORMATION

JOB COSTS: Build _____ Mech _____ Plumb _____ Elect _____ Fire _____ Eng _____

Roof _____ Pool _____ Pave _____ Fence _____ Sign _____ Lndscpe _____

MECHANICAL		SIGN DATA	
<p style="text-align: center;"><u>QUANTITY</u></p> <p>____ A/C Unit</p> <p>____ Boiler</p> <p>____ Cooling Tower</p> <p>____ Commercial Hood</p> <p>____ Dampers</p> <p>____ Dryer Vent</p> <p>____ Duct Register</p> <p>____ Exhaust System</p> <p>____ Fireplace</p> <p>____ Fire Suppression</p> <p>____ Fuel Tank</p> <p>____ Heater</p>	<p style="text-align: center;"><u>QUANTITY</u></p> <p>____ Piping Length Feet</p> <p>____ Residential Hoods</p> <p>____ Spray Booth</p> <p>____ Smoke Detector</p> <p>____ Supply Fan</p> <p>____ Trash/Linen Chute</p> <p>____ VAV Box</p> <p>____ Walk-in Cooler</p> <p>____ Other Misc. (list) _____</p> <p>____ Other Misc. (list) _____</p>	<p>SQUARE FEET _____ ZONE _____</p> <p style="text-align: center;"><u>TYPE</u></p> <p>___ Non-Illuminated</p> <p>___ Electrical</p> <p>___ Single Pole</p> <p>___ Multiple Poles</p> <p>___ Wall Flat</p> <p>___ Wall Painted</p> <p>___ Single Face</p> <p>___ Double Face</p> <p>___ Other (list) _____</p>	<p style="text-align: center;"><u>BUILDING TYPE</u> _____</p> <p style="text-align: center;"><u>PURPOSE</u></p> <p>___ City</p> <p>___ Direction</p> <p>___ Identification</p> <p>___ Real Estate</p> <p>___ Temp. Construction</p> <p>___ Other (list) _____</p>

PLUMBING		
<p style="text-align: center;"><u>QUANTITY</u></p> <p>____ Air Lines</p> <p>____ Area Drain</p> <p>____ Backflow</p> <p>____ Bar Sink</p> <p>____ Bath Tub</p> <p>____ Bidet</p> <p>____ Boiler</p> <p>____ Can Wash</p> <p>____ Coffee Urn</p> <p>____ Condensate</p> <p>____ Dishwasher</p> <p>____ Disposal</p> <p>____ Drainfield, Storm</p> <p>____ Drinking Fountain</p> <p>____ Drywell</p> <p>____ Dumpster Drain</p> <p>____ Floor Drain</p>	<p style="text-align: center;"><u>QUANTITY</u></p> <p>____ Gas Outlet</p> <p>____ Grease Outlet</p> <p>____ Hand Sink</p> <p>____ Hose Bib</p> <p>____ Ice Maker</p> <p>____ Insta Hot</p> <p>____ Kitchen Sink</p> <p>____ Laundry Tray</p> <p>____ Lavatory</p> <p>____ Lawn Sprinkler Heads</p> <p>____ Pool Piping</p> <p>____ Pool Heater</p> <p>____ Pot Sink – 3 Comp.</p> <p>____ Remodel – Repair</p> <p>____ Roof Drain</p> <p>____ Safe Waste</p> <p>____ Septic Tank Conversion</p>	<p style="text-align: center;"><u>QUANTITY</u></p> <p>____ Service Sink</p> <p>____ Sewer tap</p> <p>____ Sewer Cap</p> <p>____ Shower</p> <p>____ Sump Pump</p> <p>____ Trench Drain</p> <p>____ Urinal</p> <p>____ Washer</p> <p>____ Water Closet</p> <p>____ Water Heater</p> <p>____ Water Meter</p> <p>____ Water Service</p> <p>____ Water Softener</p> <p>____ Well, Irrig., Disposal</p> <p>____ Other (list) _____</p>

FIRE	ELECTRICAL		
<p style="text-align: center;"><u>QUANTITY</u></p> <p>____ Boat Dock Protection</p> <p>____ Chemical System (lbs)</p> <p>____ Double Detector</p> <p>____ Fire Main (size)</p> <p>____ Fire Pump (size)</p> <p>____ Hose Outlets</p> <p>____ Siamese/FDC</p> <p>____ Smoke Control (sq ft)</p> <p>____ Sprinkler Heads (sq ft)</p> <p>____ Standpipe Risers</p> <p>____ Temporary Canopy</p> <p>Other (list) _____</p>	<p style="text-align: center;"><u>QUANTITY</u></p> <p>____ A/C Heater</p> <p>____ Basic Receptacle</p> <p>____ Burglar Alarm Device</p> <p>____ Burglar Alarm Panel</p> <p>____ Data Outlet</p> <p>____ Dock Pedestal</p> <p>____ Fire Alarm Device</p> <p>____ Fire Alarm Panel</p> <p>____ Fixture</p> <p>____ Generator _____ KW</p> <p>____ GFCI Receptacle</p> <p>____ Light/Outlet</p> <p>____ Motors _____ HP</p> <p>____ Motors _____ HP</p> <p>____ Motors _____ HP</p>	<p style="text-align: center;"><u>QUANTITY</u></p> <p>____ Panels _____ Amps</p> <p>____ Panels _____ Amps</p> <p>____ Panels _____ Amps</p> <p>____ Plug/Mold/per foot</p> <p>____ Pole/Site Lighting</p> <p>____ Service _____ Amps</p> <p>____ Service _____ Amps</p> <p>____ Service Repair</p> <p>____ Signs</p> <p>____ Special Purpose Receptacles</p> <p>____ Swimming Pool</p> <p>____ Switches</p> <p>____ Telephone Outlet</p> <p>____ Temporary Service Pole</p> <p>____ Transformers _____ KVA</p>	<p style="text-align: center;"><u>QUANTITY</u></p> <p>____ Track Lighting/ per foot</p> <p>____ TV Camera</p> <p>____ TV Monitor</p> <p>____ TV Outlets</p> <p>____ Other (list) _____</p>

I acknowledge that by submitting these drawings to the City, they may be reproduced as part of a public request. Under copyright law, they may not be used for any project unrelated to the project herein.

NOTICE: In addition to the requirements of this permit, there shall be additional restrictions applicable to this property that may be found in the public records of the county, and there shall be additional permits required by other governmental entities such as water management districts, state agencies or federal agencies.

The issuance of this permit by the City of Fort Lauderdale does not in any way create any right on the part of an applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the City for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law.

The applicant must obtain all other applicable state or federal permits before commencement of the development.